

Parental leave form 2 - ADOPTIVE PARENT
After placement

The form must be submitted by email to HR or the PhD administration team (if you are a PhD student) no later than six weeks after the birth.

Employee details

Name:	
Date of birth:	
AU ID:	
Tel.:	
Email:	

Read more about your right to parental leave here:

<https://medarbejdere.au.dk/en/administration/hr/parentalleave>

Your right to salary during your leave is conditional on Aarhus University being able to obtain a full daily benefit refund.

Both weekends and bank holidays count as part of your parental leave. Parental leave is calculated weekly increments.

1. Placement

Placement date: _____ (dd-mm-yyyy)

2. Leave after the child's placement with you (weeks 1-10)

Adoptive parents are entitled to take paid leave one at a time during the first 10 weeks after receiving the child.

In addition, one of the adoptive parents is entitled to salary for up to two consecutive weeks within the first 10 weeks when both adoptive parents are on leave at the same time. Entitlement to paid leave is conditional upon Aarhus University receiving full reimbursement of parental leave benefits. Therefore, it is important that you pay attention to the rules below regarding the allocation of parental leave benefits during weeks 1-10 after receiving the child.

Allocation of parental leave benefits during weeks 1-10

As adoptive parents, you are each entitled to six weeks of parental leave benefits within the first 10 weeks after receiving your child.

You may choose to take up to six weeks simultaneously or transfer up to four weeks to the other adoptive parent. Once you have used your parental leave benefits within the first 10 weeks after receiving your child, you are entitled to begin leave that would otherwise belong to the period from week 11 after receiving the child (see section 3).

Will the other adoptive parent transfer leave with parental leave benefits to you?

Yes ☐ No ☐

If yes, indicate how many weeks: _____

I will take _____ weeks of the ten weeks of paid leave.

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

3. Transfer of parental leave with parental leave benefits from the other parent (from week 11 after placement)

Has the other parent transferred parental leave benefits (max. 9 weeks) to you?

Yes ☐ No ☐

If yes, how many weeks?: _____

4. Other information

4.1 If the other parent is employed under the Danish State's Agreement on Maternity, Paternity, Adoption and Parental Leave

If the other adoptive parent is also employed in the Danish state sector, we require information about any paid leave taken after the first 10 weeks following the placement of the child.

If both adoptive parents are employed in the Danish state sector, you are entitled to a total of 28 weeks of paid leave after the first 10 weeks following the receipt of the child. Of these, 10 weeks are reserved for one adoptive parent, 10 weeks are reserved for the other adoptive parent, while the remaining 8 weeks may be shared freely between you.

Is the other parent employed in the state sector?

Yes ☐ No ☐

If yes, how many weeks of paid time off after the tenth week after the placement is the other parent taking?

4.2. Solo parent

If a child has only one legal parent at the time of birth, the parent may apply for 22 weeks of leave with parental leave benefits. As a solo parent, you are entitled to an extra ten weeks of paid leave.

Are you a solo parent?

Yes ☐ No ☐

5. Taking parental leave (from week 11)

During this period of time off after the 10th week after the placement, both of you have the right to up to 32 weeks of time off. Eighteen of the 32 weeks are with parental leave benefits - on condition that you only took six weeks of time off with parental leave benefits within the first 10 weeks after the placement.

You have the right to leave with pay from Aarhus University for up to 18 weeks with parental leave benefits – depending on whether both of you are covered by the parental leave rules for state-sector employees (as you are, as an AU employee). If both of you are state-sector employees, you must divide eight of these weeks of leave with pay between you (see section 4.1).

For more information about your weeks of leave with parental leave benefits, contact Udbetaling Danmark – the Public Benefits Administration.

Paid parental leave

State the total number of weeks you are entitled to: _____

_____ of these weeks will be taken full-time from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy).

Parental leave *without* pay

State the total number of weeks you are entitled to: _____

_____ of these weeks will be taken full-time from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy).

Is the other adoptive parent a state-sector employee? Yes ☐ No ☐

If so, how many weeks with pay is the other adoptive parent going to take?: _____

5. Deferred leave

If you do not want to take all of your parental leave before your child's first birthday, you have the option of deferring part of your parental leave, either by right or by agreement with your manager. You also have the option of combining both types of deferred leave.

For example: You wish to defer seven weeks of leave to take later. You can defer five weeks by right, and the remaining two weeks by agreement with your manager.

You must take the deferred leave before your child's ninth birthday. Whether you are entitled to paid leave in this situation depends on whether you have already taken your paid leave or not. Please be aware that you will only be entitled to pay during deferred leave if you are still employed by AU when you take your deferred leave, in addition to meeting applicable employment requirements.

6.1 Leave you are entitled by law to defer (up to five weeks)

You are entitled by law to defer up to five weeks of leave. If you switch jobs, you will retain your right to take leave, but not your right to paid leave. You must take all of your deferred leave at once.

I wish to defer _____ weeks of leave to be taken later.

_____ of these weeks will be paid leave.

6.2. Leave deferred by agreement with your manager

You are only entitled to take leave deferred by agreement while you are employed by AU. Your manager's approval of your deferred leave must be submitted by mail to HR or (if you are a PhD student) to the PhD administration office no later than six weeks after the birth of your child.

I wish to defer _____ weeks of leave to take later by agreement.

_____ of these weeks will be paid leave.

7. Part-time leave

You have the option of returning to work on a part-time basis during your leave. If you do so, your leave will be extended correspondingly. Your manager's approval of your returning to work on a part-time basis must be submitted by mail to HR or (if you are a PhD student) to the PhD administration office no later than six weeks after the birth of your child. For information on holiday during part-time leave, see the [website](#).

How many weeks of leave combined with work on a part-time basis do you wish to take? _____ weeks.

Including: _____ weeks of paid leave.

You may work no more than 7 hours and 24 minutes per day, and no more than 37 hours per week.

Hours worked per week *before* reduction in connection with leave: _____

Hours worked per week *with* reduction in connection with leave: _____

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

New working hours per week:

Monday		Tuesday		Wednesday		Thursday		Friday	
Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.

8. Extension of parental leave

Each parent has an individual right to 32 weeks of time off after the child's 10th week. The time off to which a parent is entitled can be extended from 32 up to 46 weeks, without pay and without parental leave benefits.

I would like to extend my parental leave from 32 weeks to _____ weeks (max. 46 weeks)

From _____ (dd-mm-yyyy) until _____ (dd-mm-yyyy)

9. Childcare days

You are entitled to two childcare days per child per calendar year up to and including the year the child turns seven. However, childcare days for the calendar year in which the child is born can be carried over to the next calendar year. This applies regardless of when the child is born during the calendar year. You can also transfer childcare days for the child's older sibling(s) to the following year if you have taken parental or adoption leave for an entire calendar year.

I will take _____ childcare days immediately following a period of leave, including _____ childcare days for the child's older sibling(s).

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

10. Taking holiday

Any holiday from the holiday year that you have been prevented from taking due to a holiday obstacle must be taken by no later than 31 December in the holiday period. Schedule your holiday by agreement with your immediate supervisor. Get more information about holiday rules here:

<https://medarbejdere.au.dk/administration/hr/ferie/overfoersel-og-udbetaling-af-ferie-og-saerlige-feriedage>

Please indicate below when you would like to take these days of holiday:

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

11. Staying abroad during your leave

If you plan to stay abroad on the first day of your parental leave or for an extended period during your leave, you must indicate this in the comments field. In these situations, Aarhus University may lose its right to reimbursement of parental leave benefits, which may result in a loss of your entitlement to salary during the leave period. An extended stay is defined as a stay of three months or more. It is not required to indicate plans for ordinary holiday stays of less than three months.

12. Any comments regarding your leave

IMPORTANT! As a general rule, the right to salary in accordance with the Danish state-sector parental leave agreement is conditional on Aarhus University being able to obtain a full daily benefit refund. In connection with Aarhus University's application for a refund of your daily benefit, you will receive notification paperwork from Udbetaling Danmark in e-Boks. We kindly ask that you fill out the necessary notification paperwork, because the amount of the daily benefit you receive will not be refunded to Aarhus University if you fail to do so.